



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

12 FEB -6 P2:14

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health/Disease Outbreak Control Division (DOCD)  
Name of Requesting Department

*[Handwritten signature]*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

The DOCD currently have existing Knoll modular furniture parts including work surfaces, panels, overhead shelving, lateral file cabinets, and accessories stored at the Diamond Head storage bunker from previous program downsize and relocation project. Services to be provided include the retrieval of the existing Knoll modular furniture parts, design, configuration, and installation of nine (9) Knoll workstations at 1250 Punchbowl Street to accommodate expanding programmatic needs and staffing requirements of the Public Health Emergency Preparedness and Hospital Preparedness Programs as a result of organizational restructuring. The purchase of additional Knoll modular furniture part will be necessary to complete this project.

2. Vendor/Contractor/Service Provider Name:  
Corporate Environments International (CEI)

3. Amount of Request  
\$46,800.00

4. Term of contract (shall not exceed 12 months), if applicable:

5. Prior SPO-001, Sole Source (SS) No.:

From: upon approval

To:

8/9/2012

11-015-B

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Only Knoll modular furniture components and accessories are thoroughly compatible with the existing DOCD Knoll furniture parts that are currently in storage at the Diamond Head bunker. CEI is the only authorized dealer of Knoll modular furniture in the State of Hawaii.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

Knoll modular furniture maximizes utilization of limited space while providing uniformity and functionality. Using the components in the storage bunker in combination with the newly purchased compatible parts will be more cost effective than purchasing entirely new modulars or other modular systems. In addition, by keeping with Knoll modular furniture, we will be able to maintain uniformity of workspace in size and appearance for staff.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

According to Knoll Modular Furniture's official website, the only dealer listed for Hawaii is CEI. CEI's website also proclaims that it is the "exclusive KNOLL & DIRT dealer in the state of Hawaii." Furthermore, CEI completed DOCD's most recent office space reconfiguration project and CEI have an inventory count of the Knoll furniture parts that is currently in storage and will be readily able to purchase the necessary compatible parts to complete the project.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Currently there is no alternative source for Knoll modular systems. CEI is the only authorized and licensed dealer and installer of Knoll modular systems in Hawaii. Maximizing the use of existing modular furniture is fiscally prudent and will result in substantial savings in this project. Modular furniture maximizes the utilization of limited space while providing uniformity and functionality. Standalone furniture does not effectively maximize the use of office space and would not be able to accommodate the number of staff required to be housed in the designated office space.

9. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

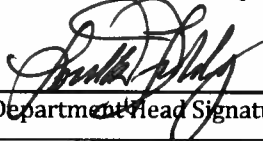
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Tammie Wong	DOCD/Health	808-587-6599	tammie.wong@doh.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**

  
\_\_\_\_\_  
Department Head Signature

  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/1/2012

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This approval is based on the department's representation that Corporate Environments is the only authorized dealer of Knoll modular furniture in Hawaii. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

Adam S. Fuji 2/14/2012  
Chief Procurement Officer Signature Date